

# BOARD OF SUPERVISORS

Brown County



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## EXECUTIVE COMMITTEE

Tom Lund, Chairman  
Patrick Moynihan, Jr., Vice-Chairman  
Steve Fewell, John Vander Leest, Patrick Evans  
Bernie Erickson, Patrick Buckley

### EXECUTIVE COMMITTEE

Monday, March 11, 2013

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of February 11, 2013.
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1. Review Minutes of:
    - a) Brown County LEAN Steering Committee (January 3, 2013).

### Comments from the Public

#### Vacant Budgeted Positions (Request to Fill)

2. Human Resources – HR Analyst - Vacated on 2/20/13.
3. Human Services/CTC – Clerk II - Vacated on 2/13/13.
4. Human Services/CTC – Hospital & Nursing Home Administrator – Vacated on 4/30/13.
5. Human Services/CTC – Behavioral Health Supervisor - Two Positions, Vacated on 2/22/13 & 4/3/13
6. Human Services/CTP – CTP Worker - Vacated on 3/1/13.
7. Human Services/Economic Support – Economic Support Specialist I - Vacated on 2/22/13.
8. Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) - Vacated on 3/4/13.
9. NEW Zoo – Guest Services Coordinator - Vacated on 12/31/12.

#### Communications

10. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *February Motion: Hold for one month and ask Human Resources to bring back an update with regard to the work formulas, etc. for the 24/7.*
11. Communication from Supervisors Van Dyck & Lund re: Request that the task force that was formed by the Board Chair last year to examine the future of BC Library system be disbanded and that the mission for which it was formed be undertaken by the Education and Recreation Committee. *Referred from February County Board.*
12. Communication from Supervisor Van Dyck re: Request that jurisdiction over the Central Library repair projects be reassigned from the Planning, Development & Transportation Committee to the Education & Recreation Committee. *Referred from February County Board.*
13. Communication from Supervisor Steffen re: A Budget Development Policy. *January Motion: to forward to Administration for their review and then have Administration work with a couple supervisors to bring back something more in line with what Brown County could use; Referred back from February County Board.*

14. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying own interest on county time. *Referred from February County Board.*
15. Communication from Supervisor Williams re: request to change the starting time of the Wednesday County Board meeting from the current 7 p.m. to 6:30 p.m. hereafter. *Referred from February County Board.*
16. Communication from Supervisor Moynihan re: Request approval of amending Brown County Code of Ordinances 2.13(5)(f) to delete "and discussion pertinent to the subject matter." *Held until March.*
17. Communication from Supervisor Moynihan re: Considering a request to move the County Board office to Room 102, and have the Parks Department move to the County Board Office. *Referred from February County Board.*

#### **Legal Bills**

18. Review and Possible Action on Legal Bills to be paid.

#### **Reports**

19. **County Executive Report.**
20. **Internal Auditor Report.**

#### **Resolutions, Ordinances**

21. Resolution re: Change in Table of Organization Public Safety Communications Assistant Director of Public Safety Communications.
22. Resolution re: Reclassification of Position Utility Worker Airport.
23. Resolution re: Reclassification of Position Housekeeper I Public Works.
24. Initial Resolution Authorizing the Issuance of Not to Exceed \$6,630,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.
25. Resolution No.: 122-2012-13 from Outagamie Board of Supervisors.

#### **Other**

26. Such other matters as authorized by law.
27. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, February 11, 2013 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Chair Tom Lund, Supervisors Patrick Moynihan, Jr., Bernie Erickson, John Vander Leest, Steve Fewell, Patrick Evans  
**Excused:** Patrick Buckley  
**Also Present:** Supervisors Robinson, Steffen, Van Dyck and Williams; Executive Streckenbach, Brent Miller, Barbara West, Juliana Ruenzel, Kristen Hooker, Dan Process, David Hjalmsquist, Brian Shoup, Lynn Vanden Langenberg, Devon Christianson, Jenny Hoffmann, other interested parties

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**I. Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**III. Approve/modify minutes of January 7, 2013.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Comments from the Public** None.

*Supervisor Fewell arrived at 5:35pm*

**Communications**

- 1. Communication from Supervisor Robinson re: Request that the County Board (1) hold a special visioning session or series of visioning sessions and (2) consider putting together a Master Plan to guide the work of County Government. *Held for one month.***

Supervisor Robinson informed that he had sent out a copy of what had been put together by a subcommittee re: Proposed Strategic Planning Process for Brown County (attached). It laid out goals and timeline suggestions to embark on as a county. Robinson briefly went over the "Goals" and "Timeline" on the handout with the committee.

With regard to the January - May, Timeline, Erickson informed that he was a member of the Harbor Commission and Port & Solid Waste Director Dean Haen had presented his Annual Report today and it addressed in a real concise manner what they accomplished in 2012 and the goals for 2013. It summarized where they had been and where they had planned on going. It was his understanding that a request had been put out that all department heads come up with this report. If it was done the way Dean Haen had done it, it would take care of the first thing of the timeline. The format was very good and it might not hurt to get a copy and distribute to all the respective department heads.

Vander Leest questioned what the end goals would be by doing the strategic planning. Robinson reiterated the goals on the handout. The idea being that the county could make better decisions

when it came to budget matters because they knew where they were going to go. If they could get everyone in the county rolling in the same direction the county could be a lot more efficient and make a lot better decisions. Vander Leest felt there were a lot of good ideas with this proposal but felt they had to have the ability to know that things change at different times, different priorities and have the ability to deviate from or be able to bring in new ideas and issues, make decisions as need be. Robinson stated that it would be a rolling plan and they could always adjust in the midst of it. It allowed for flexibility. Whether this board or County Executive stated that this was written in stone, if a new County Board or County Executive came on, they would be the ones making the decisions on how it was used. Vander Leest stated that the board itself and the elections shaped the County Board and from there, that shaped some of the direction. This should not be used as a way to grow government or take on additional responsibilities that were outside of county government. He felt they had a lot to focus on already and they do a lot of good things and they should do the most good that they can for county citizens with the money they have. He was in favor of using this to talk about priorities and/or talk about putting more emphasis on areas in the county where they should be doing better. Robinson stated that what this ended up being was not up to any one person but the County Board and the Executive working together. A good strategic plan does not set in stone where you are headed for the next five day or five years. Vander Leest questioned the cost impact, were they doing this in-house or hiring a consultant? Robinson responded that as this was written, the only instant that there would be an outside involvement would be at the June session as a facilitator and there were people that they could get to do that for low or no costs, for example the Wisconsin Counties Association. Vander Leest stated that in some way he was in favor but wanted to make sure that it was understood that these were ideas and suggestions and that they could always bring new ideas forward. He didn't want it to become a rigid document or something that stopped the County Board from making decisions.

Moynihan stated that it was a tool for future boards as well. He thanked Supervisor Robinson for bringing this forward, he embraced it and hoped the committee embraced it as well as the County Board unanimously. Pertaining to the June meeting, assuming the board was on board, the meeting was scheduled for June 12, 2013 @ 6pm.

Lund didn't understand why they were going out to the next board asking them to approve the planning when this board would do all the planning. To him it seemed that this could be tightened up before April of next year. It seemed to him to have the new board react to what they put together seemed a little goofy to him. Moynihan interjected that they needed a starting point and that was how the timeline laid out. Robinson added that the work of the County Board in terms of formulating a plan would be done according to this timeline, September of this year; the plan itself would be finished in February. The only reason they put the mention of the next county board on there was because there would be an annual process of evaluating that plan, whether an old board or a new board. So in a sense the last step wasn't a formulation of a plan, it was the beginning of an annual review that happened every year.

Erickson stated that within this framework they already had these things in place. They had a five year capital plan and a capital expenditure plan. The Planning Department had a long range plan for the county. A good starting point was with the annual reports, compiling them, and also including long range plans they already had. Then they wouldn't be putting things on top of each other.

*Supervisor Evans arrived at 5:50pm.*

Evans felt it was a good idea.

Fewell stated that he was being a realist, there was a Facility Master Plan Subcommittee that spent time putting together what they were going to do in facilities, how they were going to handle facilities, what they should be heading for and directing and setting goals. He understood that no

matter how much comprehensive planning they do, there was going to be a County Board that would walk in and say, I don't care about that and will do whatever they want. They won't have to challenge anyone and will vote it out. So in reality it was a nice way of saying ok we'll put together a comprehensive plan but in all likelihood the County Board will do whatever they want anyway. He was in agreement with Robinson and would much rather see more structure, more direction, more planning because he felt that was the right way to go, and he would support that, but he didn't want to put so much stock into the comprehensive planning thinking that there was going to be a County Board that will do whatever. He would love to see this tied to budget, come into budget with some really good ideas about what they were doing. Lund responded that he somewhat agreed with Fewell. He almost would rather have a speech on the budget like the President and then hopefully put a budget together and give it to congress and they were going to deal with the budget. He felt that was how it should be done. Any timeline should state in September there is an Annual State of the County, it was tied to budget, the Executive gives over the budget to the board and the County Board reacts to that and any ancillary things in the five year plan would be discussed also. Maybe at the November budget hearing they discuss the five year plan and not have a regular meeting with all sorts of other resolutions, etc. that get in the way of talking about this.

Robinson's suggestion would be that if they wanted things to move in a certain direction they increase the likelihood of going in a direction if they actually try and make it happen. The only alternative would be to not do this. So while he was not suggesting that they were wrong, if they were going to move in that direction they had to make some steps. As far as the budget process goes, by the time some of this work was done they would have gone fairly down the road with staff this year for the 2014 budget. So this planning process was put together in mind so that it could impact the 2015 budget process. If you look at planning processes of counties around the State, the things that they had done, they were rather extensive. There can be a lot of moving pieces, a lot of work, a lot of time and effort going into it. This one was pretty stripped down.

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to approve the proposed strategic planning process for Brown County. Vote taken. MOTION UNANIMOUSLY APPROVED.**

2. **Communication from Supervisor Robinson re: Clarification of RFP process and the Board's participation including 1) A written policy of when the Board has final approval of agreements through RFP process and 2) a policy that a resolution for approval of an RFP by the Board clearly indicates whether the awarding of the agreement comes back to the full Board for approval. *Motion at January Executive: To have Corporation Counsel check with Purchasing for clarification and bring back to this committee next month.***

Robinson stated that he brought this forward because he felt there was a lack of consistency among the written policies in the county as far as purchasing goes and RFP. Secondly, the policy that was there was unclear to the County Board members. There may be some people that were crystal clear but he was not one of them. He brought this forward not necessarily with the goal of what the process should be but rather to bring consistency across the board. It should be clearly communicated and understood by the board. Administration Director Brent Miller referred to the documents and flow charts in the agenda packet and addressed the RFPs. The RFP portion laid out step by step what procedures they went through. He asked if there were specific questions, he could go through it all but the committee could also read each step. Miller informed that he and Robinson spoke with regard to an appeals process. There was an actual copy of what was included in an RFP when it went out for appeals and how it was set up. The appeals committee was made up of the Chairman of Executive Committee, the Chairman of Administration Committee and the Internal Auditor. When an appeal was requested the items to be looked at were very specific. The Appeals Committee would then make the decision and that would be the final.

Risk Manager Barb West stated that only RFBs are required to come back the committee, and RFBs were Public Works projects. RFPs are approved to go out but do not come back. Approval of the Standing Committee and County Board is required for any RFP \$10,000 or greater but the approval was to send out the RFP, it did not come back to committee.

Robinson stated that the A5 and A20 procurement policies were a little confusing, and it may be that he was reading it without a sufficient amount of information. For example on the A5 procurement, the Public Work purchases for projects \$25,000 or over, approval of the requesting departments standing committee and County Board was required after receive of bids and vendor selection. West informed that an RFB was for Public Works only and it was based on price only. Miller informed that an RFB was set up by State Statutes. Robinson reiterated that there was a lot of confusion out there so half of his communication was about clearly communicating and educating the board about how this worked. Miller informed that there was an ordinance coming forward to change and adjust some things in this process.

Vander Leest felt that if there were questions Supervisors should work directly with administrative staff. The Executive Committee had to deal with certain items. There was a process if there were suggestions to change an ordinance or something specific, bring it forward. He didn't feel there should be any action taken. Van Dyck stated he disagreed because there had been a lot of confusion at the last few board meetings where members who had been on the board for some time were under the presumption that once an RFP was approved it still came back to the board for re-approval. If that was not the case than why were they relooking at the bid at the airport for services? That should have never come back to the board and it did. Vander Leest responded that it came back because there was a motion for reconsideration. Vander Leest reiterated that there weren't any question with process for him.

Lund wouldn't disagree with Supervisors Van Dyck or Robinson, he felt it might be smart to clarify and have the policies right next to each other. It wouldn't hurt to go over the policies. They were supposed to go over them 8-10 years ago and change everything to make it clearer and they never did. If they had questions Lund felt it was appropriate to come forward to look at those things.

Miller informed that there were County Board Supervisors that were involved on some of the selection committees.

With regard to modifications to the processes, West clarified that the process itself hadn't changed, the documentation had.

Fewell stated that the problem was, when you are asking a corporation or a businesses in good faith to make proposals to the county to do work, the county approved an RFP and sent it out, qualified responses come back but then the board wants the approval to be able to not accept the proposals and/or request to reopen the process to take in other people. They second guess the selection team on which RFP to accept. The county sends out an RFP to get a cost to do what they had already agreed on but then the County Board wants to be the selection committee. The problem is there already was a selection committee and a selection process. The RFP had been approved, if the board had agreed to that to begin with, then they agreed to the process as well as the selection committee selecting the vendor to do the work. Fewell didn't want to see RFPs coming back. He felt that it needed to be spelt out that when the board approved an RFP to be sent out, that they have agreed to the selection process as it was stated in the RFP which was stated to every vendor in good faith.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

3. **Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. *Motion at July, 2012 Executive: Refer to Corporation Counsel for disposition of communication.***

**Motion made by Supervisor Vander Leest, seconded by Supervisor Erickson to receive and place on file.**

Supervisor Steffen informed that Corporation Counsel had provided a draft resolution (attached). He stated that he believed democracy required participation for it to remain healthy. This was a part of that initiative. It benefits the county as well as the public in general to have great participation by its members. He could understand where people may differ on that but reality long term entrenched incumbency affects the ability for greater participation in this government. As stated in the resolution, this would not affect any current member until 2026. Steffen stated that there seemed to be a quick move to get rid of this communication and he found that interesting considering the majority of people of this county and this state support term limits. As a delegate of a district, he was surprised so little effort had been put into the thoughts and wishes of the people they represent. He would be interested in any comments as to why it was being quickly moved and shuffled to the side. He felt it was a relevant, important, timely issue.

Vander Leest stated that taxpayers benefit from experience and knowledge of County Board members. He was involved in some of the first leases with PMI, some of the changes that were worked on and some of his firsthand knowledge helped get a better deal for the county from a standpoint of remembering some of the negotiations and discussions on the previous lease with PMI. If there were term limits you wouldn't be a part of those discussions. He felt there was a process that if you had some board members that had additional experience, had additional knowledge and had a memory of how things worked out, they could use that for future discussions and negotiations and the ability to give first-hand knowledge. He believed there were countless examples like his. The voters decide if supervisors were doing a quality job or not and if they don't they vote you out of office. He believed he got better every term with experience and be able to rely on things that they had done. He felt very strong about it, he understood why he wanted to do it but he didn't agree with it. It was arbitrary.

Fewell stated anyone could die on the way home, negotiations and good deals for the taxpayers will be negotiated long after every one of them are out of office or when they die. He didn't think anyone had an exclusive market to good negotiating. He wasn't saying he overly supported this idea, if it were a referendum he would personally vote against it. He was not sure, as an elective official, if he should be determining whether or not there were term limits on his term. He was not going to support receive and place on file because he really felt that if the voters in Brown County felt there should be term limits then it should go to referendum and let them vote on it.

Erickson informed that he had seconded Vander Leest's motion due to the fact that they were an arm of the State and they followed directions from the State and right now the State had not indicate that they wanted term limits for anyone at the state level or at the county level. One of the only offices in the entire nation that had term limits was the President of the United States. He didn't know if they were quite on that same level. Anyone could experience a term limit quickly just by running for reelection and it happened a lot.

Evans stated it was an interesting communication, people stated they like term limits but then they elect the same people. When he heard term limits he believed there were term limits, he had a term of two years. He had to get signatures next December. Why should they punish the populous, constituents might really like their elected officials. Steffen responded that supervisors had mentioned that every election was an opportunity to have a term limit. That discounted the advantage that incumbency provided to each one of those. He believed that everyone had a greater advantage going up to that starting line by being an incumbent. For example last elections District

21 had zero opponents run against him but there were seven people that applied for his position when it vacated. District 18 ran unopposed last election and he had nine people apply for his position when it vacated. Evans appreciated his comments however he believed those positions opened. There were some supervisors, alderman's, trustees that no one knew and they were incumbents, so just being an incumbent, he didn't believe it, there were people who were incumbents where the races were completely open because the incumbent didn't do anything. Steffen responded that the difference between a campaign and a legislature were completely different things. You can be a fantastic campaigner and a horrible legislature and vice versa. While they were related the correlation was quite slight. Evans stated that he looked at his abilities from when he came on the County Board to where they were now with understanding and knowledge in the Human Services area. There were some pretty entangled items. All he saw was if they had a continual changeover of supervisors, what they had done was completely empowered administration. They were the checks and balances. The fact was that they had to start getting supervisors that need the challenge and had a good understanding of a lot of things. He believed they wouldn't have a new Community Treatment Center without that. He was afforded to be reelected and he worked very hard on it, but he would have been done. He gave another example with regard to an issue he had been working on for the 10 years he had been an elective official. Sanimax in his opinion was a perfect organization that understood on how to continuously drag things out, grind things up, maybe they would get a new supervisor/County Board and maybe things will work well, maybe they won't. The fact of the matter was that they had a term limit which was every two years. He supported the incumbents because he appreciated the work people do.

Moynihan was not going to agree with the motion, not that he concurred with the term limits scenario but he didn't want to see a supervisor's idea squashed. He suggested bringing the resolution back next month with the communication and then they could take up the resolution at this committee as well at the County Board. Steffen would appreciate the courtesy.

Van Dyck stated that while he would agree with Steffen, where he felt the election process and federal and possibly the state level was broken and term limits may be in order, at least with the county board and most local elections he believed it still worked because you can still get to your constituency and become personable. In this case he would disagree with term limits. Every two years the general public had an easy way of voting people off that didn't exist at the federal level and maybe the state level. He wouldn't personally like to see this go to referendum because it was too easy for the general public to automatically say they wanted term limits. He didn't feel it should be on this level, maybe on the federal level.

Lund stated that these local elections don't have a lot of money involved. Lund stated he had lost and won local elections and had been in many elections. Sometimes you win, sometimes you lose. It was up to the voters to decide. How the resolution was written, in 12 years, in his case, he could go 24 years. New supervisors would only get 12 years. He would be very arbitrary in saying that he needed to be on 24 years, the electors are going to continue to vote him in for the next six terms. It seemed to him that as a veteran this was great for him but it would be limiting any newcomer to six terms. He would be very hypocritical in supporting on how this was written.

**Motion made by Supervisor Evans, seconded by Supervisor Moynihan to make a motion by substitution to put the resolution on next month's agenda. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**4. Communication from Supervisor Buckley re: Review what is the work week for the 24/7 Employees. *Held from December meeting. Held for one month.***

Erickson informed that at the last Public Safety meeting there were at least four examples for scheduling for 24/7's. Out of the four there were two that fit the county's prescribed work week



which was Sunday through Saturday. He questioned that if they hold this would it impede the progress of the scheduling. Moynihan stated that they were just holding it by virtue of consideration for Supervisor Buckley's absences. Lund wouldn't mind holding for one month but regardless he would like to get started on this next month. He believed it was unfair to the workers in the 24/7. Lund wanted to get some recommendations.

**Motion made by Supervisor Moynihan, seconded by Supervisor Evans to hold for one month and ask Human Resources to bring back an update with regard to the work formulas, etc. for the 24/7. Vote taken. MOTION UNANIMOUSLY APPROVED.**

#### Legal Bills

**5. Review and Possible Action on Legal Bills to be paid.**

**Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve the legal bills. Vote taken. MOTION UNANIMOUSLY APPROVED.**

#### Reports

**6. County Executive Report.**

Streckenbach welcomed Vander Leest to the Executive Committee. He looked forward to working with him and the newly elected Education and Recreation Vice-Chair Van Dyck in the future.

Streckenbach informed that they were in the process of putting together a debt plan to address how to deal with structured debt for the next 20 years, more importantly how to manage the debt levy verse the amount that they actually had to pay until 2020. The amount that they owed verses how much they had in debt levy was a \$1.5M difference. He was hoping to bring a debt plan to the committee that would hopefully mitigate that cost in the future.

The communication that was brought forward by Supervisor Robinson really played into what the last two years had been and will be in this next year for his administration. Last year they had the county initiatives, performance evaluations, LEAN events, succession planning and efficiency reports. Hopefully by the end of February every employee will have received an evaluated by leadership, which had not been conducted in the past. Last year they were able to do 21 LEAN events along with a number of success events and they felt it was a positive move direction for the county in addressing cultural changes and looking at processes and improvements. This was one of the areas that they would be able to address continuous ways for the county to continue to deliver services with new challenges they were facing with the financial aspect of things.

Succession planning: as they know on average in the next 20 years two million people will retire nationwide. They want to make sure that the county was in a position to manage that transition both in a table of organization but also in documentation of procedures and operations. They were working with departments to identify those things. That kind of led them into 2013 plans and initiatives which he felt was very important that the departments bring to the board strategies. Not only on what they were able to accomplish the year before but what they were working on in the upcoming year, but also then to report that in their Annual Review. This was something that they were going to ask and require from the departments for the next upcoming year. There were a lot of departments that do not have five year strategic plans or do annual reviews. He felt this was an important way to communicate with the Board of Supervisors so that they had a snapshot of where they were at and where they were heading. The board could give feedback as to what the priorities are of the County Board of Supervisors. They were trying to create a vision which was a living document that would change each year. The ultimate goal would be that each department will then eventually turn in to the Board of Supervisors after they had a review five year strategic plan. They realized that that changes with the different board changes along with the County Executive. At the

end of the day if they weren't going to be able to be reactive, it would be important for them to be proactive. One of the areas they could help in that would be bringing forth plans. The ultimate goal would be to build trust and build transparency.

For clarification, outside of Public Works bids, RFP are ultimately approved through the budget process. And when they decide that an RFP was the best route for a decision on a project, the board ultimately reviewed the RFP proposal, gave the o.k. to go forward with that process and then the county administered the budgeted items that the board approved and the projects that were approved and now it was just a matter of a process.

Vander Leest questioned if there would be annual reviews for all county employees. Streckenbach noted that this was new for a lot of employees. Ultimately it was building moral, giving employees an opportunity to speak with management about the good things they were doing and be recognized. It's also an opportunity for the county to work with staff to find ways they can be more beneficial. One of the things he was asking departments to do was build metrics and measurements. Vander Leest suggested creating an opportunity for employees to give feedback on things that may not make sense, or a perceived improvement that's needed or waste.

**Motion made by Supervisor Fewell, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**7. Internal Auditor Report.**

Internal Auditor Dan Process stated he continued to make progress on the Audit Plan. As he was meeting with various department heads and individuals he was looking for efficiencies, etc.

The County Board office will be participating in a LEAN event in the next few months. There may be a request for a supervisor or two to step in and participate as well.

**Motion made by Supervisor Moynihan, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Vacant Budgeted Positions (Request to Fill)**

8. Child Support – Clerk/Typist I - Vacated on 12/10/12.
9. Human Resources – HR Analyst - Vacated on 1/21/13.
10. Human Services-CTC – Account Clerk I - Vacated on 1/04/13.
11. Human Services-CTC – Nurse Educator (.5 FTE) - Vacated on 2/13/13.
12. Human Services-CTP – Staff RN (.5 FTE) - Vacated on 1/10/13.
13. Human Services-Economic Support – Clerk II - Vacated on 1/01/13.
14. Human Services-Economic Support – Receptionist - Vacated on 2/18/13.
15. Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing) - Vacated on 3/18/13.
16. Human Services – Social Worker/Case Manager (Long Term Care) - Vacated on 4/04/13.
17. Public Works-Facility Management – Facility Mechanic - Vacated on 1/23/13.
18. Public Works-Facility Management – Facility Worker - Vacated on 12/11/12.
19. Public Works-Facility Management – Housekeeper I - Vacated on 12/10/12.
20. Register in Probate – Deputy Register in Probate - Vacated on 1/07/13.

**Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules to take items 8-20 together. Vote taken. MOTION UNANIMOUSLY APPROVED.**

**Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve items 8-20. Vote taken. MOTION UNANIMOUSLY APPROVED.**

10 111

**Resolutions, Ordinances**

21. Resolution re: Change in Table of Organization Public Works Department Clerk/Typist II.

Motion made by Supervisor Erickson, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

22. Resolution re: Change in Table of Organization Aging and Disability Resource Center Outreach & Benefit Program Specialist.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

**Closed Session**

23. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Labor negotiations).

Motion made by Supervisor, seconded by Supervisor to enter into closed session @ 7:12 pm. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

Roll Call: Fewell, Vander Leest, Moynihan, Lund, Erickson, Evans.

Motion made by Supervisor, seconded by Supervisor to return to regular order of business at p.m. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

Roll Call: Fewell, Vander Leest, Moynihan, Lund, Erickson, Evans.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to accept Human Resources recommendation as it pertained to 2012 new hired employee's compensation. Vote taken.

**MOTION UNANIMOUSLY APPROVED.**

**Other**

24. Such other matters as authorized by law.

Lund requested that Vacant Budgeted Positions be switched on the agenda to be moved before Communications.

Moynihan informed the committee of the postal service changes, they will be stopping Saturday delivery in August. Committee Chairs need to have buttoned up agendas or think of another date to host their meetings. Erickson suggested checking with committee member to find out when they received their packet.

Lund welcomed Vander Leest to the committee and noticed the supervisors who came and stayed for the entire meeting. He appreciated their attendance and participation.

Motion made by Supervisor Vander Leest, seconded by Supervisor Evans to adjourn at 7:38 p.m. Vote taken. **MOTION UNANIMOUSLY APPROVED.**

Respectfully submitted,

Alicia A. Loehlein  
Recording Secretary



**Brown County LEAN Steering Committee  
Minutes of January 3, 2013**

**Attendance:**

Brent Miller, Cathy Lindsay Williquette Lindsay, Troy Streckenbach, Brad Hopp, Todd Delain, Jenny Hoffman, Lynn VandenLangenberg, Dave Hjalmsquist, Neil Anderson, and Judy Knudsen

Regrets: Paul Van Noie

Guests: Tricia Drake, Kathy Deniel, and Angela Kowski

**Presentation of Kaizen Commendation Certificates**

- CTC Storage Area 6S – Kathy Deniel and Tricia Drake reported the group planned to 6S one room with the project expanding to include five additional rooms. Plans are underway to conduct additional 6S projects in 2013.
- Pro-Phoenix Report Process Review – Todd Delain Brown County Sheriff Department shared prior to implementation of this software, Pro –Phoenix, paper records were utilized. Utilization of this software will save paper and time with reports being streamlined.

**Approve Minutes of December 6, 2012 Meeting**

A motion was made by Brad Hopp to approve the minutes of the December 6, 2012 meeting with a second by Troy Streckenbach. A word in the last paragraph of the December 6, 2012 minutes will be changed. Motion carried.

**Zoo Boo 2012 Review/Kaizen Update – Angela Kowski and Neil Anderson** – Angela Kowski shared the LEAN event was an opportunity to look at Zoo Boo. A planning document was created with detailed Information and photos to ensure timely set-up and implementation. As a result, staff and volunteers will be able to set up for this event more efficiently. The planning document can be updated annually.

**Human Services Project Update** – Jenny Hoffman shared events for 2013 have been identified. Follow-up on events conducted in 2012 will be done.

**Project Update** – Lynn VandenLangenberg shared 13 projects need to be completed. At the January 2013 LEAN facilitators meeting, facilitators will be assigned. It is hoped the majority of these events can be completed during the first quarter. Cabinets will identify larger projects for second and third quarters.

**Newsletter update** – Jenny Hoffman shared employees will be encouraged to go to LEAN website to learn about recently completed projects. Lynn VandenLangenberg will prepare a summary of projects completed in 2012.

**Tracking Employee Participation** – Cathy Williquette brought examples of certificates to be given to employees participating in LEAN events. Starting in 2013, each participant will get certificate at the report out. A form will be placed on hard drive to be completed by facilitators which will be forwarded to the Copy Center for printing of certificates.

**Next Meeting** - The next meeting of the LEAN Steering Committee will be held on Thursday, February 7, 2013 in room 200 of the Northern Building. Agenda items include: 1) 2013-2014 strategic planning will be addressed with a focus on events coming from the five cabinet rather than individual department events. It is hoped these events can impact county wide processes, and 2) follow-up of events that were previously completed with a focus on showing completion of tasks on the action register.

Respectfully Submitted

Judy Knudsen

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

**March 5, 2013**

**Departments for position approval process at March Executive Committee:**

**Human Resources – HR Analyst**

Vacated on 2/20/13

**Human Services/CTC – Clerk II**

Vacated on 2/13/13

**Human Services/CTC – Hospital & Nursing Home Administrator**

Vacated on 4/30/13

**Human Services/CTP – Behavioral Health Supervisor x2**

Vacated on 2/22/13 & 4/3/13

**Human Services/CTP – CTP Worker**

Vacated on 3/1/13

**Human Services/Economic Support – Economic Support Specialist I**

Vacated on 2/22/13

**Human Services – Social Worker/Case Manager (Child Protection Intake/Ongoing)**

Vacated on 3/4/13

**NEW Zoo – Guest Services Coordinator**

Vacated on 12/31/12

HUMAN RESOURCES DEPARTMENT

*Brown County*

305 E. WALNUT STREET  
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PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us) LYNN VANDEN LANGENBERG  
INTERIM HUMAN RESOURCES MANAGER

January 10, 2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Department of Administration

FROM: Lynn Vanden Langenberg  
Human Resources

SUBJECT: Request to Fill – Analyst Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
The current position description is current
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Duties are mandated to ensure compliance with EEOC hiring practices, and ensure proper compliance with Chapter 4 Procedures
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
This position will provide Human Resources Support to half of the county agencies (support is split between the two vacant analyst positions)
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.  
Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
NO possibility exists
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
Funds are available
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
Human Resources would not be able to continue providing support.

## Budget Impact Calculation

**Department:** Human Resources  
**Position:** Human Resources Analyst

**Partial Budget Impact:** 03/18/13 - 12/31/13 40 weeks

**Salary** \$ 37,712.31

**Fringe Benefits** \$ 18,080.00

\$ 55,792.31

Note: estimated date of hire for partial year calculation is for the week following the Executive Committee Mtg

### Annualized Budget Impact:

**Salary** \$ 49,026.00

**Fringe Benefits** \$ 23,504.00

\$ 72,530.00

Note: this position is in the 2013 budget

**Position vacated:** 1/7/2013

**Budgeted hourly wage rate:** \$23.57

**Total Number of FTEs Budget for this position title in budget:** 2

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 2

**Number of FTEs filled with this position vacant:** 0

**Percent of this position staffed:** 0%

Analyst Recommendation: This position directly supports half of the departments within Brown County. I recommend approval. Tsmith



## BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center  
Inpatient Division  
3150 Gershwin Drive  
Green Bay, WI 54311



Phone (920) 391.4700

January 30, 2013

TO: Troy Streckenbach, County Executive  
Brent Miller, Director of Administration

FROM: Brian Shoup, Human Services Director  
Human Services Department

SUBJECT: Request To Fill – Clerk II in ABC Department

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the H/R Department **prior** to submitting A1 form.)

*The job description has been updated and is included.*

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

*This is a revenue based position. It is responsible for billing of services rendered by Brown County workers and contracted vendors in the CSP program; CCS program; Targeted Case Management program as well as assisting with Crisis Intervention billing.*

*Billing duties for above mentioned programs includes manual entry into EMR system of all contracted vendor services; preparation of charges including roll-up billing and completion of electronic billing of services; review, breakdown and reporting of remittances received; and follow-up on all denials and rejections.*

*Position is also responsible for opening / distributing daily incoming mail and the logging of all monies received in the mail as well as serving as a break relief operator at the front receptionist desk of the CTC facility.*

*If billing and follow-up is not completed accurately and timely, lost revenue would result. Currently the billing office has another billing clerk vacancy which has placed burden on other clerks to complete all billing timely. The open positions will result in delays in billing and receiving of remittances and could result in overtime cost and/or lost revenues.*

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

*In 2012 position was responsible for billing an approximate total of \$4,509,997 in services rendered.*

\$1,998,952	Case Management
\$ 972,189	CSP
\$1,538,856	CCS

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

*With the implementation and conversion to the new EMR system in 2012 the billing processes for billing have changed to accommodate the new system. With these changes more claims are now sent electronically which helped streamline the past billing process.*

*In 2013 the implementation of electronic remits (835 format) is planned which will result with faster response time in receipt of denials and unpaid claims that will allow clerks to review remittances and process follow-up on a more timely basis.*

*In 2011 we eliminated one position in anticipation that the new EMR system would streamline work flow. This position was eliminated from the organization chart in the 2012 Budget. Work duties were re-distributed among Billing and Admissions Clerks.*

5. Are the budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

*This position is a budgeted position and has been vacated by a current employee who has retired. Sufficient funds are available to fill the position.*

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

*Accurate and timely filing of electronic and paper claims is mandatory in order to receive proper reimbursement. Missed deadlines with payers will result in denied claims and lost revenue.*

*Other billing clerks have already assumed duties from another vacant position in the ABC Department. Duties of both vacant positions will be distributed among all billing staff. This does create a strain on completion of all billing on an accurate and timely basis which the result would be overtime costs and possible lost revenue.*

## Budget Impact Calculation

Department: Human Services

Position: Clerk II

Partial Budget Impact: 2/14/2013-12/31/2013

44 weeks

Salary \$ 28,476.46

Fringe Benefits \$ 17,946.08

\$ 46,422.54

Note: estimated date of hire for partial year calculation is after the Executive Committee Mtg & after position is vacated

### Annualized Budget Impact:

Salary \$ 33,654.00

Fringe Benefits \$ 21,209.00

\$ 54,863.00

Note: this position is in the 2013 budget

Position vacated: 2/13/2013

Budgeted hourly wage rate: 16.18

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0.5

Total Number of FTEs Available to be filled for this title in budget 2.5

Number of FTEs filled with this position vacant: 1.5

Percent of this position staffed: 60%

Analyst Recommendation: The Analyst supports filling this position.

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Brian Shoup, Executive Director

2/25/13

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Interim Human Resources Manager  
Brent Miller, Director of Administration

FROM: Brian Shoup, Executive Director  
Human Services

SUBJECT: Request to Fill - Hospital & Nursing Home Administrator

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

**It is current. However, this position may have added duties assigned at a later date depending on possible changes in operating structure.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**This position is required by state and federal statutes and regulations for the operation of a hospital and nursing home.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**No specific performance metrics other than need to maintain adequate volumes of service. Accountable for day-to-day operations of acute psychiatric hospital & 63 bed nursing home. Responsible for overall compliance with state & federal regs. Expected to ensure evidence-based treatment and best care practices.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**In addition to the administration of the hospital & nursing home, this position may have added duties assigned at a later date.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

**Yes.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

**We would close the hospital & nursing home.**

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Hospital and Nursing Home Administrator

**Partial Budget Impact:** 5/1/2013-12/31/13 33 weeks

Salary	\$ 48,655.33
Fringe Benefits	<u>\$ 17,536.33</u>
	\$ 66,191.65

Note: Estimated date of hire for partial year calculation is for the date after the vacancy

### Annualized Budget Impact:

Salary	\$ 76,669.00
Fringe Benefits	<u>\$ 27,633.00</u>
	\$ 104,302.00

Note: this position is in the 2013 budget

**Position vacated:** 4/30/2013

**Budgeted hourly wage rate:** \$36.86

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position oversees the entire Community Treatment Center facility, and must be filled. I recommend approval. Thomas Smith

## BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center  
*Outpatient Clinical Services Division*  
3150 Gershwin Drive  
Green Bay, WI 54311



Phone (920) 391-6940

3/6/2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Manager  
Brett Miller, Director of Administration

FROM: Human Services

SUBJECT: Request to Fill – Behavioral Health Supervisor x 2

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

We provide State mandated programs and need to meet their requirements including providing Clinical Supervision by appropriately licensed and trained staff.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position functions as a part of the supervisory team and is responsible for appointed program areas, meeting all ongoing and recertification requirements, monitoring assigned staff and their caseloads, reviewing and approving authorizations for service, participating in program development and review.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The number of people needing clinical supervision and the number of consumers needing to be reviewed requires this position to be filled in order to meet all of the State requirements in the allotted time frames and that authorizations for services are reviewed regularly to maintain fiscal responsibility.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is fully funded and is open due to a resignation.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We would be unable to provide the needed clinical supervision required by our program licenses and the staff member's licensure. The program development and review would suffer due to resources needing to be placed elsewhere, and the staff members would have difficulty with staffing cases in a timely fashion which then affects the clients ability to secure needed services timely.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Behavioral Health Supervisor

**Partial Budget Impact:** 03/18/13 - 12/31/13 40 weeks

	First Emp	Second Emp
<b>Salary</b>	\$ 49,072.31	\$44,165.08
<b>Fringe Benefits</b>	<u>\$ 19,777.69</u>	<u>\$17,799.92</u>
	\$ 68,850.00	\$61,965.00

Note: Estimated date of hire for the first vacancy is for the week after the March Executive Committee Meeting, for the position is currently vacant. The second position listed is showing an impact to fill after the April Exec Meeting

### Annualized Budget Impact:

<b>Salary</b>	\$ 63,794.00
<b>Fringe Benefits</b>	<u>\$ 25,711.00</u>
	\$ 89,505.00

Note: this position is in the 2013 budget

**Position vacated:** 2/22/2013 4/3/2013

**Budgeted hourly wage rate:** \$30.67

<b>Total Number of FTEs Budget for this position title in budget:</b>	3
<b>Number of FTEs <u>Unfunded</u> for this position in budget</b>	<u>0</u>
<b>Total Number of FTEs Available to be filled for this title in budget</b>	3
<b>Number of FTEs filled with this position vacant:</b>	1
<b>Percent of this position staffed:</b>	33%

Analyst Recommendation: The department has lost one employee already, and has a second one resigning effective April 4, 2013. Failing to fill these vacancies would mean that Human Services would be unable to provide the needed clinical supervision required by their program licenses. I recommend approval. Thomas Smith



## BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center  
*Outpatient Clinical Services Division*  
3150 Gershwin Drive  
Green Bay, WI 54311



Phone (920) 391-6940

2/08/13

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Manager  
Brett Miller, Director of Administration

FROM: Human Services

SUBJECT: Request to Fill – CTP Staff

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
The position description has been reviewed and updated.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
The CTP Staff member is an essential piece to services provided to individuals residing in the community. They are involved in multiple program areas and also are assigned to monitor individuals who have been placed under a court commitment to ensure that appropriate services are in place and being utilized to meet the person's needs. The staff members work with a variety of providers and people in the community to assist in maintaining the highest level of independent living in the community.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The positions caseload is monitored by 1:1 supervision with the supervisor, at least weekly staff meetings and ongoing review of the consumers and services being approved. The duties include face to face services, monitoring and arranging for services needed, and advocating when appropriate and necessary. Time spent working with a client or on their case is documented in the Electronic Medical Record.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
The overall majority of people who are case managed enter through the commitment process or having been inpatient and are required to be followed. The CTP staff member has frequent contact with the individual, are the central source of information regarding the mental health symptoms and current level of functioning for therapists, doctors, psychiatrists and other agencies. The staff member intervenes in crisis situations and works with the individual to

develop a crisis plan. They also monitor medications and whether the individual is taking them and the differences in symptoms while taking the medication.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
This position is budgeted for and is opening due to a retirement.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
The caseloads are already high and to not fill the position means that the caseload would be spread out among the remaining case managers which can lead to a decrease in the level of service with some functions not able to be completed timely. The stability of our clients could be jeopardized if they do not get timely services as would our compliance with program certifications.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** CTP Worker

**Partial Budget Impact:** 03/18/13 - 12/31/13 40 weeks

Salary	\$ 27,600.00
Fringe Benefits	<u>\$ 16,570.77</u>
	\$ 44,170.77

Note: estimated date of hire for partial year calculation is for the week following the Executive Committee Mtg

### Annualized Budget Impact:

Salary	\$ 35,880.00
Fringe Benefits	<u>\$ 21,542.00</u>
	\$ 57,422.00

Note: this position is in the 2013 budget

**Position vacated:** 3/4/2013

**Budgeted hourly wage rate:** \$17.25

Total Number of FTEs Budget for this position title in budget:	6
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	6
Number of FTEs filled with this position vacant:	5
Percent of this position staffed:	83.33%

Analyst Recommendation: The caseloads for the CTP workers are already high. Leaving this position would require the remaining five caseworkers to pick up extra caseloads, and would affect the quality of care being given. This could also have a direct affect on our compliance with program certifications. I recommend approval. Tsmith

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
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Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

January 24, 2013

TO: Troy Streckenbach, County Executive  
Lynn VandenLangenberg, Human Resources Department  
Brent Miller, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator  
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?  
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.
  - The current caseload averages between 780-880 cases per worker.
  - Brown County Caseload Comparison:
    - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
    - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million
    - Nov. 2011 – total caseload = 17,126; Foodshare **monthly** issuance = \$3 million
    - Nov. 2012 – total caseload = 24,303; Foodshare **monthly** issuance = \$3.4 million

### Job responsibilities include:

- a. Eligibility determinations for new consumers.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
- c. Prepare and attend Fair Hearings.
- d. Determine over and under payments.
- e. Fraud prevention responsibilities.
- f. Make referrals for appropriate services and/or to additional community resources.
- g. Provide excellent customer service to the low income families we serve.



The Economic Support Specialist must meet the following State Performance Standards:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- ~~Overpayment recovery. Processing of overpayments – 15% fiscal incentive received~~ on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

\*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all  
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
  - Decrease in quality customer service.
  - Basic needs of our consumers may not be met or met timely.
  - Delay in benefits to consumers in crisis and need.
  - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
  - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
  - Caseloads are being minimally maintained and all duties of the job are not able to get done.

## Budget Impact Calculation

**Department:** Human Services  
**Position:** Economic Support Specialist I

**Partial Budget Impact:** 3/12/2013 - 12/31/2013 41 weeks

**Salary** \$ 30,565.50

**Fringe Benefits** \$ 17,324.87

\$ 47,890.37

Note: estimated date of hire for partial year calculation is after the Executive Committee Mtg & after position is vacated

### Annualized Budget Impact:

**Salary** \$ 38,766.00

**Fringe Benefits** \$ 21,973.00

\$ 60,739.00

Note: this position is in the 2013 budget

**Position vacated:** 2/22/2013

**Budgeted hourly wage rate:** 19.88

**Total Number of FTEs Budget for this position title in budget:** 42.25

**Number of FTEs Unfunded for this position in budget** 0

**Total Number of FTEs Available to be filled for this title in budget** 42.25

**Number of FTEs filled with this position vacant:** 40

**Percent of this position staffed:** 95%

Analyst Recommendation: The Analyst supports filling this position to meet the State mandates as required. Currently the total caseload is over 23,000 cases and a total of 40 FTE to handle that caseload. Of those 40 FTE several have not completed their training and therefore are not currently at full caseload.

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

December 4, 2012

TO: Troy Streckenbach, County Executive  
Lynn Vandenlangenberg, Human Resources Manager  
Brent Miller, Director of Administration

FROM: Brian Shoup, Human Services Director  
Human Services

SUBJECT: Request to Fill –Social Worker/Case Manager – Child Protection Intake/Ongoing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

**The position description is current.**

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

**Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.**

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

**The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties, and that required performance will continue to be a struggle if Brown County remains at current staffing levels. In 2012, Child protection has received significantly higher than anticipated reports (approximately a 25% increase from 2011) from the community that require our agency to respond to assure for children's safety.**

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

**This position is necessary to meet the high volume of child abuse and neglect reports.**

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position



8.

need to be held vacant for a period of time to offset projected budget shortfalls?

**There is enough money in the current budget to fill this position.**

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

**The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.**



## Budget Impact Calculation

**Department:** Human Services  
**Position:** Social Worker/Case Manager (CP/Intake/Ongoing)

**Partial Budget Impact:** 03/18/13 - 12/31/13 40 weeks

Salary \$ 46,155.38

Fringe Benefits \$ 19,341.54

\$ 65,496.92

Note: estimated date of hire for partial year calculation is for the week following the Executive Committee Mtg

### Annualized Budget Impact:

Salary \$ 60,002.00

Fringe Benefits \$ 25,144.00

\$ 85,146.00

Note: this position is in the 2013 budget

**Position vacated:** 3/4/2013

**Budgeted hourly wage rate:** \$30.77

Social	
Workers	CPI Workers

**Total Number of FTEs Budget for this position title in budget:**

108.8	38
-------	----

**Number of FTEs Unfunded for this position in budget**

<u>0</u>	0
----------	---

**Total Number of FTEs Available to be filled for this title in budget**

108.8	38
-------	----

**Number of FTEs filled with this position vacant:**

107.8	37
-------	----

**Percent of this position staffed:**

99%	97%
-----	-----

**Analyst Recommendation:** This position is filling a State Mandated requirement, and is vacant due to the transfer of an employee to another position. I recommend approval to fill. Tom Smith

## NEW ZOO

# Brown County



4418 REFORESTATION ROAD  
GREEN BAY, WISCONSIN 54313

**ANDY ANDERSON**

OPERATIONS MANAGER  
(920) 434-7841  
anderson\_AK@CO.BROWN.WI.US

1.24.2013

TO: County Executive  
Human Resources Manager  
Director of Administration

FROM: Andrew Anderson, Operations Manager  
NEW Zoo

SUBJECT: Request to Fill – Guest Services Coordinator

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)  
**The current job description is up to date.**
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.  
**Yes. Approvals in Logos, responsible cash handling guidelines and supervisory duties of the Operations of the Zoo rely on the person in this position.**
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)  
**Reports directly to the Operations Manager. Acts as a liaison between the NEW Zoo guest and Concession staff in regards to guest satisfaction.**
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.  
**There is too much of a responsibility gap between what is expected of an LTE Supervisor and what is required to sufficiently maintain operational success. With financial and operational security measures in place, this position could not be outsourced.**
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?  
**This position was budgeted with the expectation that it was filled for the upcoming year. The prior occupant to this position gave notice in the last two weeks of the prior year.**
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?  
**The NEW Zoo would run the risk of lost business and a drop in customer satisfaction during the peak business periods of the non-winter months.**

## Budget Impact Calculation

**Department:** NEW Zoo  
**Position:** Guest Services Coordinator

**Partial Budget Impact:** 3/11/2013-12/31/2013 40 weeks

Salary	\$ 27,503.85
Fringe Benefits	<u>\$ 16,556.92</u>
	\$ 44,060.77

Note: estimated date of hire for partical year calculation is after the Executive Committee Mtg

### Annualized Budget Impact:

Salary	\$ 35,755.00
Fringe Benefits	<u>\$ 21,524.00</u>
	\$ 57,279.00

Note: this position is in the 2013 budget

**Position vacated:** 12/31/2012

**Budgeted hourly wage rate:** \$17.19

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst recommendation: This position is essential to the daily operations of the guest services at the zoo. They are responsible for ensuring sufficient staff are in the restraunt and gift shops. I recommend approval of filling this position. Tom Smith

BOARD OF SUPERVISORS  
*Brown County*



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: February 20, 2013

Agenda No.: 5 - Communications

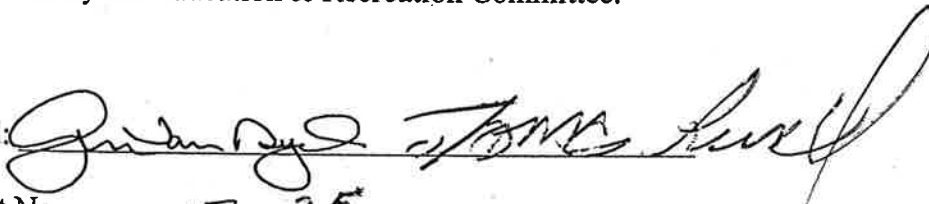
Motion from the Floor

**I make the following motion:**

Communication from John Van Dyck re: Future of the Library Task Force

I request that the task force that was formed by the Board Chair last year to examine the future of Brown County's library system be disbanded and that the mission for which it was formed be undertaken by the Education & Recreation Committee.

Signed:

  
District No. 17, 25

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS  
*Brown County*



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: February 20, 2013

Agenda No.: 5 - Communications

Motion from the Floor

**I make the following motion:**

Communication from John Van Dyck re: Central Library Repairs

I request that jurisdiction over the Central Library repair projects be reassigned from the PD&T Committee to the Education and Recreation Committee.

Signed: John Van Dyck

District No. 17

(Please deliver to County Clerk after motion is made for recording into minutes.)

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on January 24, 2013 and recommends the following motions:

1. Review of minutes:
  - a. Housing Authority (November 19, 2012).
  - b. Housing Authority – Special Meeting (November 30, 2012 & January 7, 2013).
  - c. LEAN Steering Committee (November 1, 2012). Receive and place on file 1a, b and c.
2. \*\* Communication from Supervisor Steffen re: A budget development policy.  
To hold for one month and bring it back.
- \*\* REFER ITEM #2 TO ADMINISTRATION COMMITTEE AND EXECUTIVE COMMITTEE.
3. Child Support - Budget Status Financial Report for October, 2012. Receive and place on file.
4. Child Support - Director's Report. Receive and place on file.
5. Treasurer - Budget Status Financial Report for November, 2012. Receive and place on file.
6. Treasurer Financial Reports for the Months of October and November, 2012.  
Receive and place on file.
7. Treasurer's Report. Receive and place on file.
8. Information Services - Budget Status Financial Report for November, 2012.  
Receive and place on file.
9. Information Services - Director's Report. Receive and place on file.
10. Human Resources - Budget Status Financial Report for November 30, 2012.  
Receive and place on file.
11. Human Resources - RFP for Brown County Short Term and Long Term Disability, and FMLA Administration. To approve the RFP with the amended changes.
12. Human Resources - Director's Report. Receive and place on file.
13. Dept. of Admin - Budget Status Financial Report for October 31, 2012. Receive and place on file.
14. Dept. of Admin - Certificate of Achievement for Excellence in Financial Reporting.  
Receive and place on file.
15. Dept. of Admin - 2012 Budget Adjustment Log. *See item #16*
16. Dept. of Admin - 2013 Budget Adjustment Log. Receive and place on file 315 and #16.

**David Steffen**

**Brown County Supervisor – District #23**

**Davidsteffen04@yahoo.com | (920) 246-0102**

December 20, 2012

RE: Annual Budget Development Policy

Dear Fellow Board Supervisors:

Last month, the Brown County Board of Supervisors (BCBOS) assembled to finalize the County's 2013 annual budget. However, the development of that budget did not begin last month. In fact, the budget process began over five months earlier. This five-month process involved hundreds of staff-hours and dozens of meetings with department heads, committees, supervisors, employees, and the public.

This time commitment is necessary and expected to adequately develop a sound budget that meets the challenges of a \$280 million government operation employing over 1500 people and affecting over 220,000 residents and businesses. It is my belief that this process makes sense for the county's leadership, as well as the taxpayers. This lengthy development allows for multiple points in time for everyone involved to discuss and debate their opinions and priorities.

However, due to a long standing BCBOS routine, this thoughtful, deliberate, methodical approach to budget development and good government is dismissed on the final evening of budget discussion. Without notice, without fiscal impact determinations, without departmental review, and without public input, any BCBOS member may introduce their own initiatives and programs for consideration, regardless of the potential financial or operational impact and without public review. It is my belief that this is a tremendous disservice to the process and people involved and effected by our decisions.

For these reasons, I respectfully request the BCBOS consider the following budget development policy:

1. All Supervisors and Department Representatives shall submit to the Brown County Board Office, in writing, any requested adjustments to the proposed annual budget no fewer than five (5) business days in advance of the annual County Board budget meeting.
2. Each requested adjustment submitted shall include the effected department or fund as well as the estimated budgetary impact.
3. This policy shall be applicable for budgetary adjustment requests with a negative budgetary impact (i.e. increases government spending) in excess of \$50,000.

Thank you for your consideration of this proposal.

Sincerely,

  
David Steffen

January 23, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE SUBMISSION REQUIREMENTS FOR PROPOSED  
AMENDMENTS TO THE ANNUAL BUDGET BY BOARD SUPERVISORS**

WHEREAS, there shall be established a Brown County Board of Supervisors ("Board") annual operating budget review process which shall commence each year with the submission of the annual operating budget for the succeeding year by the County Executive to the Board; and

WHEREAS, consistent with the timetable established in Chapter 59, Wisconsin Statutes, the County Executive submits the annual operating budget, inclusive of all proposed expenditures and revenues for the succeeding year, on or before October 1<sup>st</sup> of each calendar year; and

WHEREAS, the Board Chairperson designates distribution of the annual operating budget to the appropriate Board standing committees to conduct policy review and public hearings beginning in October and concluding approximately seven (7) to 14 days in advance of the annual Board budget meeting; and

WHEREAS, the public, Board and Brown County staff benefit from additional time to review and evaluate proposed amendments to the annual operating budget; and

WHEREAS, the primary underwriters of Brown County's budget, the residents and businesses of Brown County, deserve specific information on government spending increases/decreases in advance of the final budget decision-making date; and

WHEREAS, Chapter 59, Wisconsin Statutes provides the authority for the Board to create and implement budget policies; and



WHEREAS, many other Wisconsin counties have successfully incorporated similar policies into their operations including; Jefferson County, Sauk County, Outagamie County and Waukesha County.

NOW, THEREFORE, BE IT RESOLVED that Board members shall submit to the Brown County Board Office ("Board Office"), in writing, any requested financial amendments to the proposed annual operating budget, including fund transfers and tax levy adjustments, no fewer than four (4) business days in advance of the annual Board budget meeting. Within two (2) business days of receipt of said amendment(s), the Board Office and/or Board Chairman shall forward all received amendment requests to the full Board, County Executive, Department Heads, media, and to the Information Services department for posting on Brown County's public website. Each submitted amendment shall, at a minimum, include the effected division, department, and fund as well as the estimated budgetary impact. This policy shall only be applicable to budgetary amendment requests with a fiscal impact of +/- \$50,000 or more, and have not been received by the Board Office prior to the overseeing standing committee's final annual operating budget meeting.

Respectfully submitted,

XX

XX

Approved by:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: \_\_\_\_\_

Agenda No.: \_\_\_\_\_

Motion from the Floor

I make the following motion:

Review the ordinance / Policy - / County  
Code that prohibits County employees to  
pandering own interests on County time.

Signed: \_\_\_\_\_

District No. \_\_\_\_\_

*Andy Nulb* #3  
3

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: 2-20-2013

Agenda No.: \_\_\_\_\_

**Motion from the Floor**

I make the following motion:

To change the starting time of the Wednesday County Board meeting from the current 7 p.m. to 6:30 p.m. hereafter. This is in reference to 2.13(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

Corporate Council to draft a resolution for presentation to the Board.

Signed: Pat Williams

District No. 15

(Please deliver to County Clerk after motion is made for recording into minutes.)

**BOARD OF SUPERVISORS**

*Brown County*



2444 BABCOCK ROAD  
GREEN BAY, WISCONSIN 54313  
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.  
SUPERVISOR - DISTRICT 22

**TO:** Brown County Executive Committee

**FROM:** Patrick W. Moynihan, Jr.  
Chairman, Brown County Board of Supervisors

**DATE:** June 18, 2012

**SUBJECT:** Request Approval of Amending  
Brown County Code of Ordinances (2.13) (5) (F)

Presently, 2.13 (5) (A) (F) of the Brown County Code of Ordinances reflects language that recording secretaries must include in each County Board meeting and all county committees, commissions, boards, etc. all motions, actions taken on motions and discussion pertinent to the subject matter. I find this practice both time consuming from the secretarial perspective and costly in terms of tax dollars (printing, office supplies, potential staff overtime, etc.)

Thus, for your consideration, I request that the portion of language in the second sentence of 2.13 (5) (F) "and discussion pertinent to the subject matter" be removed from the Brown County Code of Ordinances.

This practice is presently employed by the Brown County Clerk's office for county board meeting minutes as well as local municipalities.

I respectfully ask for passage of this request.

A handwritten signature in cursive script, appearing to read "Patrick W. Moynihan, Jr.", followed by a long horizontal flourish.

Patrick W. Moynihan, Jr.  
Chairman, Brown County Board of Supervisors

BOARD OF SUPERVISORS

Brown County



2444 BABCOCK ROAD  
GREEN BAY, WISCONSIN 54313  
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.  
SUPERVISOR - DISTRICT 22

TO: Brown County Executive Committee

FROM: Patrick W. Moynihan, Jr.  
Chairman, Brown County Board of Supervisors

DATE: February 20, 2013

SUBJECT: Brown County Board of Supervisors Office Re-location

For your consideration, I request your concurrence with my proposal of moving the county board office to Room 102, which presently houses the Parks Department. In turn, Parks may assume the present board office location or a different location as deemed by the Executive branch.

Because the County Board office and the County Clerk's office work in concert with one another in regard to the governance of Brown County, I believe this move would provide a streamlined approach to inter-departmental communications and associated work product, which is developed by both entities.

County Clerk Juno supports this proposal, but perhaps more importantly, County Board staff does as well!

I respectfully ask for passage of this request.

A handwritten signature in black ink, appearing to read "Patrick Moynihan".

Patrick W. Moynihan, Jr.  
Chairman, Brown County Board of Supervisors

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE**  
**FOR MARCH 11, 2013 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Gary A. Wickert, S.C.	12 W 27-A	2/27/2013	\$ 1,677.50	Airport - General Matters
MICHAEL, BEST & FRIEDRICH LLP	1224345	1/9/2013	\$ 126.00	Fox River Cleanup - Insurance
DAVIS & KUELTHAU	360301	2/25/2013	1,463.00	Brown County/SC Grand
		<b>TOTAL =</b>	<b>\$ 3,266.50</b>	

*Attorney and Counselor at Law*  
801 E. WALNUT • P.O. BOX 1656  
GREEN BAY, WISCONSIN 54305

Fax (920) 432-9188  
wicklaw@gbonline.com

Brown County Airport  
P.O. Box 23600  
Green Bay WI 54305-3600

### STATEMENT

AMOUNT DUE ON ACCOUNT: \$1,677.50

Th



IN ACCOUNT WITH

**MICHAEL BEST**

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

Juliana Ruenzel, Corporation Counsel  
Brown County Corporation Counsel  
Northern Building - Room 680  
305 East Walnut Street  
PO Box 23600  
Green Bay, WI 54305-3600

Client: 018236

February 13, 2013  
Invoice No. 1228349

EIN 39-0934985

Due Upon Presentation  
Return Upper Portion with Payment

Invoice No. 1228349  
For Professional services rendered through January 31, 2013, as follows:

**Matter: 018236-0042 Fox River Cleanup - Insurance**

1/10/13	R Exum	Process defense invoice, update defense cost chart and submit invoice to insurers for payment.	0.40	\$74.00
---------	--------	--	------	---------

Total Hours	0.40	
Total Services		\$74.00

<b>Total This Matter</b>	<b>\$74.00</b>
--------------------------	----------------

Balance from previous statement	\$633.00
Payments received	(507.00)
Current Balance	<u>\$200.00</u>

IN ACCOUNT WITH

One South Pinckney Street  
P.O. Box 1806  
Madison, Wisconsin 53701-1806  
FAX 608.283.2275  
Telephone 608.257.3501

Michaelbest.com

**MICHAEL BEST**

Client: 018236

Page 2

February 13, 2013  
Invoice No. 1228349

**Matter: 018236-0042 Fox River Cleanup - Insurance**

**ATTORNEY BREAKDOWN**

<b>Attorney</b>	<b>Title</b>	<b>Hours Worked</b>	<b>Billed Per Hour</b>	<b>Bill Amount</b>
R Exum	Paralegal	.40	\$185.00	\$74.00
<b>Totals</b>				<b>74.00</b>



111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

February 25, 2013  
Invoice 360301  
Page 1

For Services Through January 31, 2013

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

1/2/13	Emails from Terry Gerbers regarding potential sale; email to Chuck Lamine regarding same; telephone conference with Chuck Lamine regarding same; email to Terry Gerbers regarding same.	0.50 hrs.	\$	105.00
1/10/13	Telephone conference with Terry Gerbers regarding payment plan; email to Chuck Lamine regarding same.	0.50 hrs.	\$	105.00
1/11/13	Review files for demand letter and amount of claim; discussion with Attorney Rohan regarding same.	0.70 hrs.	\$	112.00
1/11/13	Emails from and to Chuck Lamine regarding payment plan; emails from and to Chuck Lamine regarding same.	0.20 hrs.	\$	42.00
1/14/13	Email from Terry Gerbers regarding status; message from Chuck Lamine regarding same; telephone conference with Chuck Lamine regarding same.	0.40 hrs.	\$	84.00
1/15/13	Email to Terry Gerbers regarding forbearance terms; email from Terry Gerbers regarding same; review loan documents; email from Chuck Lamine regarding same; telephone conference with Chuck Lamine regarding same; email to Terry Gerbers regarding same.	0.80 hrs.	\$	168.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

February 25, 2013  
Invoice 360301  
Page 2

1/16/13	Emails from and to Terry Gerbers regarding documents requested.	0.10 hrs.	\$	21.00
1/18/13	Review file; prepare Proof of Claim.	0.60 hrs.	\$	96.00
1/21/13	Telephone conference with Mr. Gerbers regarding terms of workout.	0.20 hrs.	\$	42.00
1/22/13	Telephone conference with Chuck Lamine regarding terms of forbearance agreement; email to Terry Gerbers regarding same.	0.30 hrs.	\$	63.00
1/24/13	Draft forbearance agreement; email to Chuck Lamine regarding same.	2.50 hrs.	\$	525.00
1/28/13	Receive checks from 3 guarantors; letter to Chuck Lamine regarding same.	0.20 hrs.	\$	42.00
1/29/13	Review proof of claim for Emmerich bankruptcy; conference with Bridget Amraen regarding same.	0.20 hrs.	\$	42.00
1/31/13	File Proof of Claim with Bankruptcy Court.	0.10 hrs.	\$	16.00
Total Fees for Professional Services.....			\$	1,463.00

**PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS**

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

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February 25, 2013  
Invoice 360301  
Page 3

Totals for This Matter

Total Current Billing for this Matter - Services Through January 31, 2013..... \$1,463.00

TOTAL BALANCE DUE: ..... \$1,463.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

32-18

111 East Kilbourn, Suite 1400  
Milwaukee, WI 53202-6613  
414-276-0200

BROWN COUNTY  
ATTN: CHUCK LAMINE, DIRECTOR OF PLANNING  
305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

February 25, 2013  
Invoice 360301  
Page 4

INVOICE SUMMARY

Our Matter # 18852.97141  
BROWN COUNTY/SC GRAND

Total Services: ..... \$1,463.00

TOTAL SERVICES AND DISBURSEMENTS: ..... \$1,463.00

TOTAL BALANCE DUE: ..... \$1,463.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

March 20, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**PUBLIC SAFETY COMMUNICATIONS**  
**ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS**

WHEREAS, the Public Safety Communications Department table of organization currently includes a total of 74.00 FTEs; and

WHEREAS, the Public Safety Communications Department is a critical function of Brown County, serving the county's Sheriff, Law Enforcement, Fire Departments and Emergency Response teams; and

WHEREAS, the Public Safety Communications Department has been directed by the County Board of Supervisors to evaluate the management structure of the department; and

WHEREAS, the Human Resources Department in conjunction with the Public Safety Communications Interim Director have evaluated the structure and the needs of the department; and

WHEREAS, the evaluation results support the addition of 1.00 FTE exempt Assistant Director of Public Safety Communications position; and

WHEREAS, the 2013 budget included funding for this position in the Salary Adjustment line effective April 1, 2013 at \$28.42 per hour.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of 1.00 FTE Assistant Director of Public Safety Communications position to the Public Safety Communications table of organization.

BE IT FURTHER RESOLVED, the position be maintained in Pay Grade 22 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, the table of organization be amended to delete (0.25) FTE Communications Manager as of March 31, 2013, and (0.75) FTE Salary Adjustment to offset the addition of 1.00 FTE Assistant Director of Public Safety Communications effective May 1, 2013.

**2013 Prorated Budget Impact (05/01/13 – 12/31/13):**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)
Assistant Director of Public Safety Communications Pay Grade 22, Step 3	1.00	Addition	\$ 39,763	\$ 15,586	\$ 55,349
<b>2013 Prorated Budget Impact</b>			<u>\$( 4,573)</u>	<u>\$( 3,173)</u>	<u>\$( 7,746)</u>

**2014 Annualized Budget Impact :**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Salary Adjustment Funds \$28.42/hour @ 1,560 hours	(0.75)	Deletion	\$(44,336)	\$(18,759)	\$(63,095)
Communications Manager \$28.42/hour @ 520 hours	(0.25)	Deletion	\$(14,779)	\$( 6,253)	\$(21,032)
Assistant Director of Public Safety Communications Pay Grade 22, Step 3	1.00	Addition	\$ 66,700	\$ 26,144	\$ 92,844
<b>Annualized Budget Impact</b>			<u>\$ 7,585</u>	<u>\$ 1,132</u>	<u>\$ 8,717</u>

Fiscal Impact: This Resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

EXECUTIVE COMMITTEE



Approved By:

COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** February 18, 2013  
**REQUEST TO:** Public Safety Committee  
**MEETING DATE:** March 3, 2013  
**REQUEST FROM:** Lynn A. Vanden Langenberg  
Interim Human Resources Manager

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Change in Table of Organization / Public Safety Communications / Assistant Director of Public Safety Communications

**ISSUE/BACKGROUND INFORMATION:**

The Public Safety Communications Department was directed by the County Board of Supervisors to evaluate the management structure of the department.

**ACTION REQUESTED:**

The addition of 1.00 FTE Assistant Director of Public Safety Communications, deletion of (0.25) FTE Communications Manager, deletion of (0.75) Salary Adjustment to the Public Safety Communications department table of organization.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact? \$ \_\_\_\_\_
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? Public Safety's Salary Adjustment line.
    2. If no, how will the impact be funded? \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** ASSISTANT DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

**REPORTS TO:** DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

**DEPARTMENT:** PUBLIC SAFETY COMMUNICATIONS

**REPRESENTATION UNIT:** ADMINISTRATIVE

**JOB SUMMARY:**

Under the direction of the Public Safety Communications Director, manages the day to day operations of the emergency communications center.

**ESSENTIAL DUTIES:**

Assists the Director with training employees in proper methods and procedures; inspects work in progress and upon completion; monitors and evaluates performance of staff; performs corrective actions and terminations of staff as appropriate.

Plans, organizes, schedules, assigns, and evaluates the work of 911 shift supervisors.

Assists in establishing and modifying department policies and procedures.

Gives recommendations to the Director on commendations and disciplinary action as appropriate. Serves as first echelon response to grievances.

Assists Director in coordinating the hiring of department operations personnel.

Provides technical and operational input for the budget process.

Informs staff and ensures implementation of new policies and procedures relating to emergency communications operations.

Prepares 5-year Capital Budget Plan.

Serves as Project Manager for Capital Projects.

Monitors compliance with regulatory standards and statutes to maintain required certifications for operation.

Ensures that all complaints are investigated and addressed according to Policy and Procedures.

Manages the installation, operation and maintenance of Communications Center equipment.

Assists the director in preparing and administering the Public Safety Communications Center budget.

Develops and implements a public information program for citizen access to the 911 system and makes public presentations.

In Director's absence, attends advisory and legislative board and committee meetings.

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**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Telecommunication equipment  
General office equipment  
Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's Degree in Business Administration, Criminal Justice, Public Administration or related field required, four years' experience in emergency dispatch center, plus two years supervisory experience. Experience with a multijurisdictional computer assisted dispatch and enhanced 9-1-1 system preferred. Or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications.**

None

**Knowledge, Skills and Abilities:**

Knowledge of public safety radio and computer-aided dispatching methods, systems, and equipment.

Knowledge of principles and practices of law enforcement, fire and EMS dispatching in a metropolitan, rural, full-time and volunteer context.

Knowledge of all phases of emergency communications.

Knowledge of state, federal and local laws, rules, statutes, and regulations as it relates to public safety telecommunications.

Knowledge of supervisory personnel practices and procedures.

Knowledge of fiscal budgeting principles and practices.

Knowledge of basic data and emergency processing principles.

Knowledge of capital and operational budgeting and basic accounting procedures

Knowledge of and ability to utilize a computer and required software.

Ability to manage time and organize workloads to ensure completion and accuracy.

Ability to communicate clearly and effectively both orally and in writing.

Ability to interpret and analyze programs, policies, and procedures regarding personnel and fiscal matters.

Ability to develop training and procedural documents for the department.

Ability to establish and maintain effective working relationships with staff, officials from other municipalities and the public.

Ability to interpret data produced by data processing systems.

Ability to work the required hours of the position, including being on call for 24/7 operations

**PHYSICAL DEMANDS:**

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting and squatting; occasional climbing.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested perform job-related responsibilities and tasks other than those stated in this description.

New: 3/4/13

March 20, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF POSITION**  
**UTILITY WORKER**  
**AIRPORT**

WHEREAS, the Airport currently has 6.00 FTE Utility Worker positions in their table of organization of which 2.00 FTE positions are vacant; and

WHEREAS, the current Utility Worker hourly wage is \$19.14; and

WHEREAS, the Human Resources department reviews all vacant positions for proper classification and compensation prior to recruiting; and

WHEREAS, the Human Resources department conducted a study of the Utility Worker job duties, researched similar positions in the local market and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, as a result of the study, Human Resources in conjunction with the Airport, recommend that the title of the Utility Worker position be changed to Housekeeper to be consistent with similar positions in the County and the industry; and

WHEREAS, it is further recommended that the position be placed in Pay Grade 3 of the Classification and Compensation Plan with a hourly wage of \$11.13 - \$13.27 for Housekeepers hired after March 31, 2013; and

WHEREAS, the current Utility Workers will receive the Housekeeper title but will retain their current hourly wage of \$19.14.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the title of the Utility Worker position at the Airport be changed to Housekeeper.

BE IT FURTHER RESOLVED, the position be reclassified to Pay Grade 3 of the Classification and Compensation Plan with a wage range of \$11.13 - \$13.27 per hour for Housekeepers hired after March 31, 2013.

BE IT FURTHER RESOLVED, the current Utility Worker's title will change to Housekeeper but they will retain their current hourly wage of \$19.14.

**Annual Budget Impact**

Reclass Utility Worker position to  
Housekeeper at Grade 3, Step 3

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Utility Worker (Current Salary)	\$(39,811)	\$(22,128)	\$(61,939)
Housekeeper (Grade 3, Step 3)	\$ 24,555	\$ 19,850	\$ 44,405
<b>Annual Budget Impact</b>	<u>\$(15,256)</u>	<u>\$( 2,278)</u>	<u>\$(17,534)</u>

Pro-rated savings would be realized for each Housekeeper hired after 3/31/13. There are currently two (2) vacancies.

Fiscal Impact: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
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DANTINNE, JR	13			

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CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



# HUMAN RESOURCES DEPARTMENT

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
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LYNN VANDEN LANGENBERG

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INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg  
Tom Miller (Airport Director)

FROM: Tom Smith, Human Resources Analyst

RE: Review of Utility Worker Position

DATE: 02/08/13

1. I have reviewed the position description for the Airport Utility Worker, and those of a Housekeeper I, and found the requirements for each position to be the same. We currently pay Housekeeper I's three different wages, based on the contract they were previously represented under. In an attempt to reconcile these, I have point factored the position, and compared it to other local jobs to put us in line with fair market value.

2. The attached position description shows the duties that the Airport Utility Worker performs. These duties are not being changed, and will remain in effect.

3. While point factoring the position, it is my recommendation, based on the Archer Matrix Point Factor Job Evaluation System, that this position be placed in Pay Grade 3, with a wage range of \$11.13 to \$13.27 per hour.

4. To determine the local fair market value, I contacted the companies listed below:

<u>Company</u>	<u>Hourly Compensation</u>
Seek Employment	\$12.50
Outagamie County	\$12.33 - \$16.84
UWGB (State Rate)	\$11.28 - \$15.19

I also researched the US Bureau of Labor Occupational Outlook Handbook to determine the median annual wage of maids and housekeeping cleaners. The chart below paints the national picture:

General medical and surgical hospitals	\$22,090
Community care facilities for the elderly	\$19,850
Nursing care facilities	\$19,330
Services to buildings and dwellings	\$19,070
Traveler accommodations	\$18,750

5. Based on the information above, I feel confident that the proposed compensation is within the fair market value, and will provide Brown County with qualified candidates to continue providing the quality service required. I recommend that the position of Utility Worker be placed in Pay Grade 3 of the Brown County Class and Compensation Plan.

The salary range for Pay Group 3 is:

<u>Hourly</u>	<u>Annual</u>
Step 1 - \$11.1278	\$23,146

22

Step 2 – \$11.4618	\$23,840
Step 3 – \$11.8055	\$24,555
Step 4 – \$12.1606	\$25,294
Step 5 – \$12.5197	\$26,041
Step 6 – \$12.8885	\$26,808
Step 7 – \$13.2678	\$27,597

Thomas Smith  
Human Resources Analyst

#### Fiscal Impact to change Utility Worker Compensation

	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Current: Utility Worker	19.14	2080	\$39,811	\$22,128	\$61,939

#### Proposed Compensation

Housekeeper (estimated at step 3 of Pay Group 3)	11.81	2080	\$24,555	\$19,850	<u>\$44,405</u>
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Net Savings		0	-\$15,256	-\$2,278	-\$17,534
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Total Fiscal Impact    **-\$17,534** (per Position)  
Six Assigned to Airport

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** UTILITY WORKER

**DEPARTMENT:** AIRPORT

**REPORTS TO:** OPERATIONS SUPERVISOR BUILDING & GROUNDS

**REPRESENTATION UNIT:** AIRPORT

**JOB SUMMARY:**

Performs general routine cleaning in keeping the Airport buildings in a clean and orderly condition.

**ESSENTIAL DUTIES:**

Cleans interior facilities, including but not limited to, vacuuming, shampooing, and cleaning carpets; strips, cleans, waxes and polishes floors; cleans light fixtures, furniture, ceilings, walls and windows; cleans and sanitizes restrooms, collects and disposes waste, sanitizes garbage cans and ensures adequate stock of supplies are on hand; .

Operates all equipment necessary in performance of duties.

Performs operational checks on equipment.

Empties and cleans air vents.

Polishes stainless steel fixtures and trim.

Requisitions supplies as required.

Empties waste baskets and moves trash/recycling to transport area.

Salts and shovels sidewalks.

Performs minor repairs to walls, furniture, etc. as necessary.

Accepts freight deliveries.

Complies with all safety and quality assurance standards and procedures.

Collects hazardous waste using established procedures.

Cleans equipment and notifies supervisor of equipment needing repair. Reports safety hazards to supervisor.

Follows all safety procedures.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

General commercial, mechanical and manual cleaning equipment such as scrubber, shampooer, buffer, stripper/waxing machine, vacuum, etc.

General repair equipment

Snow shovel and salt spreader

Hand-held radio

Scissor Lift

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

High School Diploma, plus one (1) year of experience in general custodial work; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License

**Knowledge, Skills and Abilities:**

Knowledge of methods, materials and equipment used in general custodial and general maintenance of buildings.

Ability to operate various types of mechanical and manual maintenance and cleaning equipment.

Ability to recognize safety issues and problems.

Ability to work independently.

Ability to plan and schedule work according to priority.

Ability to physically negotiate stairs and perform general cleaning work.

Ability to establish and maintain effective working relationships with staff, co-workers, tenants and the public.

Ability to communicate effectively both orally and in writing.

Ability to follow oral and written instructions.

Ability to work the required hours of the position.

Ability to perform work while on ladders.

Ability to demonstrate a positive image of the facility amongst the public, tenants and visitors.

**PHYSICAL DEMANDS:**

Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Extended standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Tolerating exposure to cold, heat, noise, vibration, cleaning products and hazards in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 02/11/13

March 20, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF POSITION**  
**HOUSEKEEPER I**  
**PUBLIC WORKS**

WHEREAS, the Public Works department currently has 8.00 FTE Housekeeper I positions in their table of organization assigned to the downtown County buildings; and

WHEREAS, there is currently 1.00 FTE vacant Housekeeper I position; and

WHEREAS, the current Housekeeper I hourly wage is \$13.61; and

WHEREAS, the Human Resources department reviews all vacant positions for proper classification and compensation prior to recruiting; and

WHEREAS, the Human Resources department conducted a study of the Housekeeper I job duties, researched similar positions in the local market and referenced the U.S. Bureau of Labor Occupational Outlook Handbook for comparison data; and

WHEREAS, as a result of the study, Human Resources in conjunction with the Public Works Director, recommend that the title of the Housekeeper I position be changed to Housekeeper to be consistent with similar positions in the County and the industry; and

WHEREAS, it is further recommended that the position be placed in Pay Grade 3 of the Classification and Compensation Plan with an hourly wage range of \$11.13 - \$13.27 for Housekeepers hired after March 31, 2013; and

WHEREAS, the current Housekeeper I's will receive the Housekeeper title but will retain their current hourly wage of \$13.61.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the title of the Housekeeper I positions in the Public Works table of organization assigned to the downtown County buildings be changed to Housekeeper.

BE IT FURTHER RESOLVED, the position be reclassified to Pay Grade 3 of the Classification and Compensation Plan with a wage range of \$11.13 - \$13.27 per hour for Housekeepers hired after March 31, 2013.

BE IT FURTHER RESOLVED, the current employees in the position of Housekeeper I assigned to the downtown County buildings will retain their current hourly wage of \$13.61.

**Annual Budget Impact**

Reclass Housekeeper I position to  
Housekeeper at Grade 3, Step 3

	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Housekeeper I (Current Salary)	\$(26,540)	\$(20,148)	\$(46,688)
Housekeeper (Grade 3, Step 3)	\$ 23,030	\$ 19,621	\$ 42,651
<b>Annual Budget Impact</b>	<u>\$( 3,510)</u>	<u>\$( 527)</u>	<u>\$( 4,037)</u>

Pro-rated savings would be realized for each Housekeeper hired after 3/31/13. There is currently one (1) vacancy.

**Fiscal Impact:** This resolution does not require an appropriation from the general fund.

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by: Human Resources

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION TITLE:** HOUSEKEEPER I

**REPORTS TO:** FACILITY MANAGER

**DEPARTMENT:** FACILITY AND PARK MANAGEMENT

**REPRESENTATION UNIT:** COURTHOUSE

**JOB SUMMARY:**

Cleans and provides housekeeping services throughout County owned and leased facilities according to established procedures.

**ESSENTIAL DUTIES:**

Selects cleaning materials and supplies and prepares solutions according to procedure. Loads equipment, materials and supplies, and transports to work area.

Cleans assigned areas by washing furniture, tile, fixtures, walls, doors, doorframes, ceilings, windows, equipment, etc. with germicidal cleaning solutions.

Scrubs drinking fountains, sinks, toilets and urinals; replenishes rest room supplies.

Dusts woodwork, furniture, windowsills, room dividers, file cabinets, counter and other fixtures.

Sweeps and mops floor areas, vacuums carpet, spot-cleans carpets using appropriate solutions, and arranges furniture and equipment in an orderly fashion after cleaning assigned area.

Operates various types of routine cleaning equipment, (vacuum cleaners, mops, wringers, etc.).

Cleans equipment and notifies supervisor of equipment needing repair. Reports safety hazards to supervisor.

Collects and disposes of waste from all areas. Cleans and sanitizes all refuse containers.

Collects hazardous waste using established procedures.

Follows all safety procedures.

Arranges furniture for meetings, workshops and community affairs.

Writes work orders on all environmental surfaces, furniture and equipment in need of repair.

Completes and maintains necessary documentation according to applicable requirements, codes and policies.

Attends meetings and training sessions as recommended by the supervisor.

Secures buildings at the end of the shift.

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**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT USED:**

Various types of cleaning agents

Vacuum cleaner

Mop

Wringer

**MINIMUM QUALIFICATIONS REQUIRED:****Education and Experience:**

High school diploma; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities. Training and experience in the housekeeping profession is desirable.

**Licenses and Certifications:**

Valid Wisconsin Driver's License.

**Knowledge, Skills and Abilities:**

Current knowledge of housekeeping procedures and techniques.

Knowledge of principles of documentation.

Knowledge of handling hazardous materials.

Ability to organize and plan activities.

Ability to recognize safety problems and issues.

Ability to communicate effectively both orally and in writing.

Ability to demonstrate a positive image of the facility amongst clients and visitors.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to understand and follow oral and written instructions.

Ability to work the required hours of the position.

**PHYSICAL DEMANDS:**

Lifting 75 pounds maximum with the assistance of another person, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Extended periods of standing and walking; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing, reaching and grappling.

Ability to work in adverse temperatures.

Ability to adjust to different elevations.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 03/05; 10/31/05; 04/25/08

Revised: 12/99; 01/24/07

**I have read the above position description and understand the duties and responsibilities of the position.**

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

# HUMAN RESOURCES DEPARTMENT

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

INTERIM HUMAN RESOURCES MANAGER

TO: Lynn Vanden Langenberg  
Paul VanNoie

FROM: Tom Smith, Human Resources Analyst

RE: Review of Housekeeper I pay rates

DATE: 02/08/13

1. I have reviewed the position description for the Housekeeper I position, (along with the Airport Utility Worker), and found the requirements for the two positions are the same. We currently pay Housekeeper I's three different wages, based on the contract they were previously represented under. In an attempt to reconcile these, I have point factored the position and compared it to other local jobs to put us in line with fair market value.
2. The attached position description shows the duties the Housekeeper I performs. These duties are not being changed and will remain in effect.
3. While point factoring the position, it is my recommendation, based on the Archer Matrix Point Factor Job Evaluation System, that this position be placed in Pay Grade 3, with a range of \$11.13 to \$13.27 per hour.
4. To determine the local fair market value, I contacted the companies listed below:

<u>Company</u>	<u>Hourly Compensation</u>
Seek Employment	\$12.50
Outagamie County	\$12.33 - \$16.84
UWGB (State Rate)	\$11.28 - \$15.19

I also researched the US Bureau of Labor Occupational Outlook Handbook to determine the median annual wage of maids and housekeeping cleaners. The chart below paints the national picture:

General medical and surgical hospitals	\$22,090	\$10.62/hour
Community care facilities for the elderly	\$19,850	\$ 9.54/hour
Nursing care facilities	\$19,330	\$ 9.29/hour
Services to buildings and dwellings	\$19,070	\$ 9.17/hour
Traveler accommodations	\$18,750	\$ 9.01/hour

5. Based on the information above, I feel confident that the proposed compensation is within the fair market value and will provide Brown County with qualified candidates to continue providing the quality service required. I recommend the position of Housekeeper I (in addition to the Utility Worker) be placed in Pay Grade 3 of the Brown County Class and Compensation Plan.

The salary range for Pay Group 3 is:

<u>Hourly</u>	<u>Annual</u>
---------------	---------------

Step 1 – \$11.1278	\$23,146
Step 2 – \$11.4618	\$23,840
Step 3 – \$11.8055	\$24,555
Step 4 – \$12.1606	\$25,294
Step 5 – \$12.5197	\$26,041
Step 6 – \$12.8885	\$26,808
Step 7 – \$13.2678	\$27,597

Thomas Smith  
Human Resources Analyst

Fiscal Impact to change Housekeeper I compensation

Current:	Hourly Wage	Annual Hours	Annual Salary	Fringe	Total Cost
Housekeeper I	\$13.61	1,950	-\$26,540	-\$20,148	-\$46,688
Proposed Compensation:					
Housekeeper (estimated at Step 3 of Pay Group 3)	\$11.81	1,950	\$23,030	\$19,621	\$42,651
Net Savings			-\$3,510	-\$527	-\$4,037

Total Fiscal Impact    **-\$4,037** (Per Position)  
8 assigned to downtown  
County buildings

March 20, 2013

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED  
\$6,630,000 GENERAL OBLIGATION BONDS OF BROWN COUNTY, WISCONSIN  
IN ONE OR MORE SERIES AT ONE OR MORE TIMES

General Obligation Bonds  
In an Amount Not to Exceed  
\$6,630,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$6,630,000 for the purpose of paying the costs of highway improvements, including but not limited to CTH "GV"/Monroe Road (CTH "X" to CTH "G"), CTH "PP" (STH 57 to Viking Lane), CTH "NN" (CTH Z to Cooperstown Road), CTH "P" (Pine Grove Road to CTH "KB"), CTH "C" (CTH "B" to CTH "U"), CTH "KB" (Wisconsin Avenue to CTH "P") and CTH "G" and CTH "JJ" Bridge Replacement, and paying professional fees and expenses in connection with the issuance of the bonds.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Official Statements or other forms of offering circular.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be

issued in the maximum principal amount of \$6,630,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

**Fiscal Note:**

This resolution does not require an appropriation from the General Fund. This is budgeted in the 2013 budget.

Adopted: March 20, 2013

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS  
EXECUTIVE COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

APPROVED BY:

\_\_\_\_\_  
Troy Streckenbach  
Brown County Executive

Date Signed: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAELS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
WETZEL,	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

BRENT MILLER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** February 19, 2013  
**REQUEST TO:** Planning, Development & Transportation Committee  
Administration Committee  
**MEETING DATE:** February 25, 2013  
**REQUEST FROM:** Brent Miller  
Director of Administration  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Initial Resolution Authorizing the Issuance of Bonds

**ISSUE/BACKGROUND INFORMATION:**

Attached is the 2013 bond resolution that requires the approval of the Committee and Board of Supervisors. The resolution includes all bonded capital projects approved by the County Board at its November 7, 2012, budget meeting. Please refer to pages 230 to 236 of the 2013 Adopted Budget Book for detailed descriptions of the 2013 bonded projects.

The Planning, Development and Transportation projects are as follows:

CTH GV/Monroe Road (CTH X to CTH G) - Reconstruction	1,779,525
CTH PP (STH 57 to Viking Lane) - Reconstruction	1,433,788
CTH NN (CTH Z to Cooperstown Rd) - Recondition	677,236
CTH P (Pine Grove Road to CTH KB) - Recondition	1,109,406
CTH C (CTH B to CTH U) Recondition	881,627
CTH KB (Wisconsin Avenue to CTH P) - Recondition	296,927
CTH G & CTH JJ Bridge Replacement	451,491
Subtotal Highway Projects	6,630,000

Included in the resolution is \$110,000 for the estimated cost of issuance of the bonds. The attached resolution includes language that will allow unspent funds to be applied against other board approved highway projects. In the past, unspent funds from the bond could only be utilized to pay interest expense on the bond because the resolution and bond documents were specific to the project. The specific language made is necessary to bond for new projects even when there were unspent bond proceeds from the prior year bond.



If the resolution is approved by the County Board, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. The following is a summary of the required steps:

1. PD&T and Administration Committees approve the project resolution (Feb 25<sup>th</sup> and 28<sup>th</sup>)
2. Executive Committee approves project resolutions from committee (March 11, 2013)
3. Board of Supervisors approves project resolution from Executive Committee (March 20, 2013)
4. Debt offer is advertised
5. Bid is opened in the County Clerk's Office. (May 15, 2013)
6. Bid results are presented to Executive Committee. (May 15, 2013)
7. Debt is approved by the Board of Supervisors. (May 15, 2013)

**ACTION REQUESTED:**

The financing process requires two separate approvals. The first approval is for authorization of debt for the projects and the second is the approval of the debt issue. Please approve the attached resolution to authorize debt for the projects.

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact?      ☒ Yes    ☐ No
  - a. If yes, what is the amount of the impact?      Please see attached amortization schedule
  - b. If part of a bigger project, what is the total amount of the project?      \$\_\_\_\_\_
  - c. Is it currently budgeted?      ☒ Yes    ☐ No
    1. If yes, in which account?      Debt Service Fund
    2. If no, how will the impact be funded?      \_\_\_\_\_

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

***RESOLUTION NO.: 122--2012-13***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

***MAJORITY***

1 The Wisconsin State Legislature is proposing a bill that would require counties with a  
2 population of greater than 500,000 to hold a referendum on the April 2013 ballot which,  
3 if adopted by the electorate, would limit both the pay of supervisors to \$15,000 and the  
4 size of the Milwaukee County Board operating budget to 0.4% of the county property tax  
5 levy. It is unprecedented that the Legislature would dictate the amount of local property  
6 tax dollars spent on a specific county department. This resolution opposes any proposal  
7 which gives the State Legislature the ability to dictate the amount of local property tax  
8 dollars spent on a specific county department.  
9

10 NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources  
11 Committee recommend adoption of the following resolution.

12 BE IT RESOLVED, that the Outagamie County Board of Supervisors does oppose any proposal  
13 which gives the State Legislature the ability to dictate the amount of local property tax dollars spent on a  
14 specific county department, and


15 BE IT FINALLY RESOLVED, that the County Clerk be directed to forward this resolution to  
16 the all Wisconsin Counties and all members of the Wisconsin Legislature, Governor Walker and the  
17 Outagamie County Executive.

18 Dated this 12th day of February, 2013.

19 Respectfully Submitted,  
20 LEGISLATIVE/AUDIT & HUMAN RESOURCES  
21 COMMITTEE

22   
23  
24 James Mahan

  
Charles Schmidt

25   
26  
27 Shane Griesbach

  
Lloyd De Groot

28   
29  
30 James Pleuss  
31  
32



State of Wisconsin  
2013 - 2014 LEGISLATURE



LRB-1091/2  
MES&JTK:kjf:ph

2013 BILL

- 1 AN ACT *to amend* 59.10 (title), 59.10 (2) (c), 59.22 (1) (a) 1. and 59.60 (7) of the  
2 statutes; **relating to:** changing the compensation structure by which a  
3 Milwaukee County board supervisor may be paid and requiring a referendum.

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*Analysis by the Legislative Reference Bureau*

Under current law, in a county with a population of at least 500,000 (presently only Milwaukee County), county board supervisors are paid an annual salary that is set by the board. In general, county board supervisors may receive other benefits such as life and health insurance, and supervisors in counties other than Milwaukee County are paid a per diem by the county for each day that the supervisor attends a county board meeting. Current law provides a maximum number of days for which a supervisor may receive such per diem payments, ranging from 20 to 30 days, based on the population of the county.

Subject to approval by the electors in a referendum to be held in Milwaukee County in April 2013, under this bill, county board supervisors in a county with a population of at least 500,000 (presently only Milwaukee County) may be paid an annual salary that does not exceed \$15,000. Under the bill, a Milwaukee County supervisor may not receive any additional compensation or benefits, that are not authorized or required by law. Current law authorizes reimbursement for mileage and expenses for supervisors in counties other than Milwaukee County.

Generally, under current law, the compensation level for elective county officials is set by the county board before the nomination papers for that office may be filed, and the compensation established may not be increased or decreased during

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MES&JTK:kjf:ph**BILL**

the officer's term. Under the bill, this current law provision does not apply to county board supervisors who serve in a county with a population of at least 500,000.

If the referendum is approved by the electors in Milwaukee County, the changes contained in the bill will take effect on January 1, 2014.

The bill also limits the Milwaukee County board's expenditures for expenses related to the county board, such as salaries and fringe benefits of county board members, costs for staff, and certain items related to the functioning of the board, to no more than 0.4 percent of the county portion of the property tax levy.

Under current law, a county board may schedule an advisory referendum or a referendum on the question of ratification of an ordinance or resolution of the county board. This bill prohibits a county board from scheduling a referendum on any matter that is subject to the approval of the electors of a county under this bill to be held concurrently with the election at which the question of approval is presented to the electors.

For further information see the *local* fiscal estimate, which will be printed as an appendix to this bill.

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***The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:***

1           SECTION 1. 59.10 (title) of the statutes is amended to read:

2           **59.10 (title) Boards: composition; election; terms; compensation;**  
3 **compatibility; staff.**

4           SECTION 2. 59.10 (2) (c) of the statutes is amended to read:

5           59.10 (2) (c) *Compensation.* Each supervisor shall be paid by the county an  
6 annual salary set by the board. ~~The board may provide additional compensation for~~  
7 ~~the chairperson. Section 66.0505 applies to this paragraph at an amount that may~~  
8 ~~not exceed \$15,000. A supervisor may not receive any other benefits or compensation~~  
9 ~~not specifically authorized or required by law.~~

10          SECTION 3. 59.22 (1) (a) 1. of the statutes is amended to read:

11          59.22 (1) (a) 1. The board shall, before the earliest time for filing nomination  
12 papers for any elective office to be voted on in the county, other than supervisors and  
13 circuit judges, which officer is paid in whole or part from the county treasury,

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SECTION 3**BILL**

1 establish the total annual compensation for services to be paid to the officer exclusive  
2 of reimbursements for expenses out-of-pocket provided for in sub. (3). Except as  
3 provided in subd. 2., the annual compensation may be established by resolution or  
4 ordinance, on a basis of straight salary, fees, or part salary and part fees, and if the  
5 compensation established is a salary, or part salary and part fees, it shall be in lieu  
6 of all fees, including per diem and other forms of compensation for services rendered,  
7 except those specifically reserved to the officer in the resolution or ordinance. The  
8 Except for a county board supervisor who serves in a county with a population of at  
9 least 500,000, the compensation established shall not be increased nor diminished  
10 during the officer's term and shall remain for ensuing terms unless changed by the  
11 board. Court fees shall not be used for compensation for county officers.

12 **SECTION 4.** 59.60 (7) of the statutes is amended to read:

13 59.60 (7) PUBLICATION OF BUDGET AND PUBLIC HEARING. The board shall refer the  
14 executive's or administrator's budget to the finance committee and such committee  
15 shall publish as a class 1 notice, under ch. 985, a summary of the executive's or  
16 administrator's budget and comparative figures together with a statement of the  
17 county's bonded indebtedness, in the 2 daily newspapers having the largest  
18 circulation in the county, and shall make available to the general public reprinted  
19 copies of the summary as published. The publication shall also state the date, hour,  
20 and place of the public hearing to be held by the board on such executive's or  
21 administrator's budget. The board shall, not less than 14 days after publication of  
22 the summary of the executive's or administrator's budget, but not later than the first  
23 Monday in November of each year and prior to the adoption of the property tax levy,  
24 hold a public hearing on such executive's or administrator's budget, at which time  
25 citizens may appear and express their opinions. After such public hearing, and on

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SECTION 4**BILL**

1 or before the annual meeting, the finance committee shall submit to the board its  
2 recommendations for amendments to the executive's or administrator's budget, if  
3 any, and the board shall adopt the budget with such changes as it considers proper  
4 and advisable. The board of a county with a population of at least 500,000 may not  
5 adopt a budget in which the total amount of budgeted expenditures related to the  
6 compensation of county board members, and to any other costs that are directly  
7 related to the operation and functioning of the county board, including staff, is  
8 greater than 0.4 percent of the county portion of the tax levy for that year to which  
9 the budget applies. When so adopted, the sums provided shall, subject to the  
10 provisions of sub. (8), constitute legal appropriations and anticipated revenues for  
11 the ensuing year.

**SECTION 5. Nonstatutory provisions.**

13 (1) (a) Notwithstanding section 8.37 of the statutes, if this act is enacted on or  
14 before February 16, 2013, there shall be submitted to a vote of the electors of each  
15 county with a population of at least 500,000 at the spring election to be held on  
16 April 2, 2013, the following question: "Shall that portion of 2013 Wisconsin Act ....  
17 (this act) which limits the compensation of members of the board of supervisors of ....  
18 (name of county) to receipt of an annual salary of not more than \$15,000; which  
19 prohibits supervisors from receiving any compensation or benefits not specifically  
20 authorized or required by law; and which prohibits the compensation of supervisors  
21 from being increased or decreased from the earliest time for filing nomination papers  
22 through the end of a supervisor's term become effective in this county on  
23 January 1, 2014?"

24 (b) If the question under paragraph (a) is approved by a majority of all votes  
25 cast on the question at the election in the county, the portions of this act specified in

25

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SECTION 5

**BILL**

paragraph (a) shall take effect in that county, otherwise, the portions of this act specified in paragraph (a) shall not take effect in that county.

(2) Notwithstanding section 59.52 (25) of the statutes, no board of supervisors of any county may schedule a referendum to be held on April 2, 2013, with respect to any matter that is subject to the approval of the electors of the county on that date under subsection (1).

**SECTION 6. Effective dates.** This act takes effect on the day after publication, except as follows:

(1) Subject to approval by the electors of each affected county of the question submitted under SECTION 5 of this act, the treatment of sections 59.10 (title) and (2) (c) and 59.22 (1) (a) 1. of the statutes takes effect on January 1, 2014.

(END)

25



The Wisconsin State Legislature is proposing a bill that would require counties with a population of greater than 500,000 (currently only Milwaukee County) to hold a referendum on the April 2013 ballot which, if adopted by the electorate, would limit both the pay of supervisors to \$15,000 and the size of the Milwaukee County Board operating budget to 0.4% of the county property tax levy.

The legislation specifies that the referendum question must appear as follows:

"Shall a portion of the Act, which limits the compensation of members of the board of supervisors of (County name) to receipt of an annual salary of not more than \$15,000; which prohibits supervisors from receiving any compensation or benefits not specifically authorized or required by law; and which prohibits the compensation of supervisors from being increased or decreased from the earliest time for filing nomination papers through the end of a supervisor's term become effective in this county on January 1, 2014?"

#### Background

- Milwaukee County is the only county with a full-time board and is the largest, most complex county in the state.
- Each member of the 18-member Milwaukee County Board represents approximately 52,000 constituents, approximately equivalent to the number of constituents represented by State Representatives.
- Milwaukee County Board Supervisors currently earn approximately \$50,000 annually (approximately equivalent to State Legislators' \$49,000 annual salary). The Milwaukee County Board Chair earns approximately \$71,000 annually.
- The bill would result in a 70% pay cut for supervisors and an 84% cut to the County Board's budget.

#### Discussion

- As of 2009, eight counties paid their Board chair more than the \$15,000 allowed under this legislation.
- The legislation is an unprecedented usurpation of local control of local government bodies. This legislation sets a precedent for legislative interference in all local government operations.
- It is unprecedented that the Legislature would dictate the amount of local property tax dollars spent on a specific county department. Again, this legislation sets a precedent for legislative oversight of local spending decisions, including locally levied property tax dollars without oversight by local taxpayers.
- The legislation would for the first time, we believe, require a county referendum by the state legislature.
- Madison should not make decisions for local governments.
- If this legislation is adopted, it would open the door for the Legislature to mandate the terms of other local spending decisions without local taxpayers being allowed to weigh in.
- Governing by ballot initiatives has not worked well elsewhere. Wisconsin doesn't need to be more like California.
- During the recalls, citizens and legislators alike argued that there already existed an appropriate mechanism for voters to express their discontent with elected leaders: ELECTIONS. That same option also already exists for Milwaukee County residents.
- Milwaukee County has a full-time board and operates differently because of its size. All county issues are complex, but Milwaukee County's size magnifies it's the scale of its issues.
- The Milwaukee County Board voluntarily downsized itself from 25 to 19 in 2001 and from 19 to 18, it's current size, in 2011. A corresponding cut to county board staff and the county board's budget were made.
- Although the bill currently only applies to Milwaukee County, Dane County's population will soon make the provisions of the bill applicable to that county as well.

- The bill seeks to limit the legislative branch of government. Checks and balances between the branches of government is an important part of any government.
- The legislature is suggesting that by requiring a county-wide referendum, that they are respecting local control. However, the required referendum question-although specific-excludes large parts of what the bill actually does, namely limiting the amount of local property tax dollars that can be spent on a specific county department.
- In 1985, the Legislature gave counties administrative home rule authority which specifically authorizes counties to make decisions regarding county board compensation, term limit and vacancies. Essentially, the legislature gave counties the ability to self-govern, directly in opposition to this legislation.
- Although the bill specifically states what the referendum question must say, the language leaves out an important part of the bill -- the amount of locally levied property tax dollars can be spent on a specific county department. The omission of this information precludes the local community from having enough information to make a decision and defies local control.

40 25